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From: Grazioplene, Mariah (DPH)
Sent: Wednesday, October 19, 2005 5:10 PM
To: Pribeck, Kristen (DPH); Borne, Alan (DPH); Sloutsky, Alex (DPH); Werner, Barbara (DPH); Salemi, Charles (DPH); Gauthier, Cheryl (DPH); Caloggero, Dina (DPH); Greer, Garry (DPH); George, Harvey (DPH); Fontana, John (DPH); Peppe, Joseph (DPH); Nassif, Julianne (DPH); Nawn, Kathleen (DPH); Han, Linda (DPH); Elvin, Paul (DPH); Belanger, Peter (DPH); Konomi, Raimond (DPH); Smole, Sandra (DPH); Wang, Xingtai (DPH); Hennigan, Scott (DPH); Stinson, Cynthia (DPH)
Subject: room reservations

Dear Colleagues,

As you know Kristen Pribeck has taken on many new duties related to IT and emergency preparedness, and will no longer be performing many of the administrative assistant duties for the Director's Office. Please assist her in her transition by contacting Jennifer Mann to make room reservations for the Auditorium, the Lobby Conference Room and Rooms 123 and 133. In addition, she will no longer be able to coordinate meeting attendance for individual meetings. I would encourage you and your staff to use the Outlook Calendar so that you and your colleagues can view and coordinate with each other's schedules efficiently.

Kristen will continue to book Room 202, but please check the Outlook Calendar first before contacting her. The calendar for Room 202 can be viewed by going to the Public Folder section of Outlook. To view the schedule, click on "Public Folders" then "All Public Folders". Scroll down and click on "DPH," then "DPH-BLS" and "BLS Conference Room 202." You can add a shortcut to this calendar in Outlook by right-clicking on "BLS Conference Room 202" and selecting "Add to Outlook Bar."

Thank you for your assistance,
Mariah